



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: October 19, 2012

**CITY MANAGER'S OFFICE** thru 10/19/2012

**Communication:**

- Completed and distributed the Spanish translation of the Newsletter.
- Researched public information records for notifications that were sent out regarding the water rate increases during 2008-09.
- Posted information about new construction hours, a reminder about the Concert in the Amphitheater, and information about the Babysitting Safety Class on Facebook and Twitter.
- Coordinated and photographed a ribbon cutting at the Cocky Rooster Café.
- Broadcast the Commission Workshop of October 10<sup>th</sup> and the Commission Meeting of October 15<sup>th</sup>.
- Met with the Fire Department's Logistics Coordinator regarding historic photos of the Deltona Fire Department and City.
- Presented a promotional folder and materials to the 50<sup>th</sup> Anniversary Committee.
- Working on the design of a ground breaking invitation to be used by the Office of Economic Development (OED).
- Met with the OED to brainstorm a City 5K event to promote potential businesses.
- Attended a presentation on Government in the Sunshine and Open Records Laws by Barbara Petersen, President of the First Amendment Foundation.
- Updated DeltonaTV schedules for the week of October 21<sup>st</sup>.
- Updated DeltonaTV programming—UCF (Global Perspectives, MetroCenter Outlook, On the Issues), White House Chronicle, VA Weekly News, American Veteran, and nature/environmental programming.
- Final production for National Night Out 2012 Review PSA.
- Prepped video equipment for District 1 Town Hall Meeting.
- Preparing the November issue of The Pride.

**Media Relations:**

- Provided information regarding the water and sewer rate changes, after the Monday October 15<sup>th</sup> Commission Meeting to Mark Harper/Daytona News Journal and Al Everson/West Volusia Beacon.

**Press Releases:**

- Child & Babysitting Safety Class
- Construction Services Hours

**Business Development:**

- Attended "Government-in-the-Sunshine" seminar hosted by the First Amendment Foundation in Melbourne.
- Prepared "Town Hall Meeting" powerpoint slides and script for District 1 "Town Hall Meeting" hosted by Commissioner Denizac.
- Prepared both DEDAB Sub-committee upcoming agendas and sent to our transcription secretaries with recorded minutes.

- As City Liaison, attended the School Advisory Committee meeting at Deltona Middle School.
- Met with Volusia County School District to discuss economic development in Deltona and the CRA in more detail.
- Met with the leader of the West Volusia Runners Club to explore hosting a 5K run at the new River-2-Sea Trail to help gain interest in that area of the City and assist in spurring economic development through that exposure.
- Met with staff and others to discuss best practices in promoting expansion of VOTRAN bus routes and inclusion of Deltona into the VOTRAN/SunRail expansion.
- Met with Ed Pisani, President of Bounce Marketing. Ed conducts classes, at no charge, for small new-start and expanding businesses. We toured the Deltona Business Assistance Center (BAC). Ed agreed to meet with staff and start making arrangements to utilize the BAC for consultation meetings and classes.
- Met with Eric Alexander, Prudential Realty. Eric has a client looking at development (residential and/or light commercial) in the Deltona/S.W. Volusia area. We reviewed several available sites and I provided Eric with the location data available.
- Met with Stephen Lawrence, of Team Volusia, to collect solicitation materials for medical facility developers looking to initiate expansion into the Deltona area.
- Met with Trusco Bank, Orange City, to drop off solicitation materials for areas in the East Howland area.
- Met with the Daytona State College/City of Deltona Unity Team. Both organizations are working together toward resolutions on individual and joint projects for the betterment of the community and facilities.
- Met with Paris Pina and Scott Chesley to discuss economic development in Deltona.
- Attended and co-presented at the District 1 "Town Hall Meeting" hosted by Commissioner Denizac at the Harris Saxon Community Center.

## **BUILDING & ENFORCEMENT SERVICES** thru 10/12/2012

### **Building Services Division:**

Building Permits issued for the week.....	62
Valuation of work permitted for the week.....	\$401,533
Inspections completed for the week .....	152
Total Permits issued for Fiscal Year 12/13 .....	122
Valuation of work permitted for the year 12/13 .....	\$652,422
Permits Issued:	
A/C Change Out .....	12
Additions.....	1
Concrete Flat Work.....	2
Demolition .....	1
Door Replacement .....	3
Electrical .....	1
Fence.....	8
Garage Door Replacement.....	2
Garage/Carport.....	1
Interior Repair.....	2
Other .....	1
Patio Cover .....	1
Pool Enclosure .....	1
Pool In Ground.....	1
Reroof .....	10

Screen Enclosure.....	4
Shed .....	5
Siding.....	2
Site Engineering.....	1
Solar Panel Install .....	1
Water Heater Replacement .....	1
Window Replacement .....	1
<b>Total</b>	<b>62</b>

**Enforcement Services Division:**

Requests for services this week .....	296	
Animals impounded at the humane societies .....	33	
Citation warnings issued .....	18	
Courtesy notices .....	112	
Abatement notices .....	54	
Citations issued .....	6	
Code Enforcement telephone calls .....	136	
Animal Control calls .....	147	
Solid Waste calls .....	175	
Citizen walk in requests for Code Enforcement assistance .....	10	
Citizen walk in requests for Animal Control assistance .....	13	
Citizen walk in requests for Solid Waste assistance .....	0	
Properties requiring grass to be cut by contractors .....	35	(at a cost of \$945.00)
Certified mailings sent out .....	69	(at a cost of \$396.75)
Money collected for Animal tags, liens and return to owners .....	\$1,272	
Foreclosures for this week: Deltona	16	
County	51	
<b>Total</b>	<b>67</b>	

**CITY CLERK'S OFFICE** thru 10/12/12

- The City Clerk's Office provided a location in City Hall for Poll Worker Training from October 9<sup>th</sup> – October 13<sup>th</sup>.

2nd Floor HR/CC Walk-In Customers .....	82	
2nd Floor calls Answered .....	22	
Packages Picked Up .....	3	
Packages Received .....	66	
A/P Invoices Opened .....	101	
Newspapers .....	18	(10 hours)
Public Records Requests Received .....	2	
Public Record Request Amount Received .....	\$0	
Documents imaged, pages .....	2,113	
Large scale drawings imaged, pages .....	0	

**FINANCE DEPARTMENT** thru 10/17/2012

- Met with City's Investment Advisor.
- Met with Human Resources and Code Enforcement to discuss Florida Highway Safety and Motor Vehicles mandatory audit.
- Preparing to post bid for the Waste Water Treatment Plant (WWTP) Screw Press Bid.
- Preparing to post bid for Courtland Filter System Project.
- Quotes due October 17<sup>th</sup> for Tree Services.
- Bid for dumping and landfill services due November 6<sup>th</sup>.
- Posted quote for tree trimming, tree removal and stump grinding services.

**FIRE/RESCUE DEPARTMENT** thru 10/18/2012

**Fire Chief Staples:**

- Attended the Central Florida Fire Chiefs Association meeting. The guest speaker, Randy Safer with the NFPA provided some updates and information on NFPA guidelines and how they are adopted.
- Attended a 50<sup>th</sup> Anniversary committee meeting.
- Attended a Spooktacular committee planning meeting and developed an Incident Action Plan (IAP) for the event to be shared with all involved parties.
- Met with a representative of our Bunker Gear (Firefighting gear) vendor and members of the Bunker Gear committee to discuss necessary updates and functional changes to our Firefighter personal protective gear ensemble. The last specifications by Deltona were made in 2002, and with the advent of new fabrics, changes in design and other technologies, the committee developed new specifications to replace our bunker gear over the next 5 years. These changes will result in a DECREASE in cost of this protective gear.
  - Note: the personal protective gear ensemble (bunker gear, helmets, boots, hoods and gloves) must be removed from service after 10 years, and is recommended to be in place as frontline gear for 5 years. The Fire Department has a process in place to replace portions of our cache every year to avoid huge one-time costs of replacing gear. (We replace between 15 – 18 sets per year.)

**Deputy Chief Rogers:**

- Alarm summary 10/10/2012 thru 10/16/2012

Structure fire	3
Vehicle Fire	2
Wild land, grass	0
Misc. Fire	7
ALS Medicals	54
BLS & Misc. Medicals	59
Hazardous Condition	3
Service Calls	7
Good Intent	14
False Alarms	8
TOTAL	157
- Apparatus Update:

E61 FD-1233	In Service at Station 61.
E62 FD-0655	In Service at Station 62.
E63 FD-1021	In Service at Station 63.

E64 FD-0654	In Service at Station 64.
E65 FD-0900	In Service at Station 65.
Resv A FD-9925	Out of Service at Fleet due to oil leak; also needs new radio control cable.
Resv C FD-0214	Available at station 65.
Ladder FD-0300	Available at station 65.
R61 FD-0910	Out of Service at Fleet due to brake problems.
R62 FD-0754	In Service at Station 61.
Brush 61, 62, 63, 64	In Service.

**Assistant Chief DeBose:**

- Working on Division Chief Assessment process.
- Mentoring at Discovery Elementary School.
- Facilitating the administration of flu shots.
- Facilitated two post incident analyses for a structure fire that occurred at Providence Blvd. and Pebble Court.

**HUMAN RESOURCES DEPARTMENT** thru 10/17/2012

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (10) added
  - Total # of Deltona JOBS Program folders taken – (1290)
- Applications received:
  - (04) Utility Systems Tech
  - (00) Water Operator
  - (53) Enforcement Services Officer
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Completed Open Enrollment changes and Munis entries for: United Healthcare, Minnesota Life, Assurant, and Aflac.
- New hire orientations (2): Public Works Technician & Utility Systems Technician.
- Sent Cigna updated census reflecting merit increases.
- Updating Munis-Job Classification codes to reflect new pay grade bands.
- Set-up and prepared interview questionnaires for the Public Works Tech interviews.
- Processed (1) FMLA action.
- Continuing to coordinate with the 50<sup>th</sup> Anniversary committee for the November 17<sup>th</sup> event.
- Preparing for 5<sup>th</sup> class in the Supervisor Training Class series of 6 classes with 9 employees.
- Finalizing results of 2011/2012 Employee Wellness Challenge.
- Reviewing with Public Works the Utility System Tech job classification.
- Coordinating with the Fire Chief to meet with Local 2913 regarding proposed Standard Operating Procedures.
- Starting coordination for the employee holiday lunch targeting December 7<sup>th</sup>.

**PARKS AND RECREATION DEPARTMENT** thru 10/13/2012

**Administration:**

- Hosted Movie Night at Harris Saxon Community Center.

- Hosted the concert at the Amphitheater.
- Met with Wiginton Fire Services to conduct fire inspections.
- Escorted Air Mechanical contractor through City Hall.
- Processed 5 permits for pavilion rentals.

**Facility Use Permits (10/07- 10/13/12):**

• Deltona Community Center	5 permits issued	Weekly attendance – 809
• Harris M. Saxon Community Center	2 permits issued	Weekly attendance – 271
• Wes Crile Park	1 permit issued	Weekly attendance – 1,902
• Skate Park	10 new passes	Weekly attendance – 768

**Special Events/Programs:**

- Amphitheater:
  - 2012 Concert series: AP60 on Friday, November 16<sup>th</sup> at 7:00pm to celebrate Deltona's 50<sup>th</sup> Birthday.
- City Hall:
  - Sock Hop: Saturday, November 17<sup>th</sup>, from 10:00am – 2:00pm with free hot dogs, chips, ice cream, cupcakes and drinks. Contests including hula hoop, bubble gum blowing, best dancer, best period dress and more.
- Harris M. Saxon Community Center:
  - Boys and Girls Club after school program continues.
  - Movie Night, November 9<sup>th</sup> at 7:15pm – Madagascar.

**City Leagues Currently Underway:**

- Men's league fall season continues.
- Senior league fall season continues.

**Partner Leagues Currently Underway:**

- West Volusia Youth Baseball fall ball continues.
- Deltona Little League fall ball continues.
- Deltona Panthers football and cheer practice continues.
- Deltona Youth Soccer practice continues.

**Parks Maintenance:**

*Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks and facilities, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing damaged paper towel and toilet paper dispensers.*

- Mowed, edged and weed-whacked: Dwight Hawkins, Farmers Market, Festival, Manny Rodriguez, Thornby and Timber Ridge.
- Deltona Community Center – Repaired motion sensor on floodlight at entrance.
- Dewey Boster – Filled in holes where grill was dug out; marked trail for Spooktacular scenes.
- Dwight Hawkins – Checked on complaint from Commissioner Denizac regarding possible vehicle obstruction of sidewalk in park at address #2687 – not a park address, referred to Code Enforcement.
- Keysville Dog Park – Trimmed bushes on sidewalk at corner of park entrance; replaced damaged dispensers.
- Lake Gleason – Painted over graffiti in pavilion due to vandalism.
- Skate Park – Trimmed hedges and repaired fence.
- Timber Ridge – Painted restrooms.

- Wes Crile – Installed new rims and backboards at basketball courts; re-attached windscreen on tennis courts, in splash pad area and by air conditioning unit.
- Miscellaneous:
  - Picked up tables and chairs from Station 65 and returned to City Hall and Harris Saxon.
  - Sprayed Halloween scene material with fire retardant.
  - Loaded water for pick-up by the Water Department.
  - Took supplies to Harris Saxon for Movie Night.

**City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:**

*Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff's building; opening and closing City Hall; vacuuming the chambers and other areas; emptying trash and recycled bins from DSC classrooms and all City departments; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replacing flags, replenishing restroom supplies throughout the entire building; replacing soap dispensers; cleaning all restrooms (floors, toilets, sinks, etc.); unclogging various toilets in restrooms on both floors; unclogging water fountains; replacing light bulbs throughout the building, courtyard and walkway; replacing restroom fresheners and batteries; moving or assembling furniture for various departments; hanging pictures (as requested) throughout City Hall; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; emptying all trash receptacles outside; sweeping sidewalk and stairwells; cleaning front of building, retrieving supplies from storage at various times, polishing the elevator; delivering packages and heavy boxes to departments, repairing damaged paper towel and toilet paper dispensers.*

- Set up Commission Chambers for Election Training.
- Pressure washed courtyard and employee break area.

**Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex
  - Baseball and Pony League Fields
  - Vann Park
  - Dupont Lakes
  - Wes Crile Park
  - Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
  - Raked and lined True and Shea fields every day.
  - Moved irrigation heads at Vann Park.
- Sports Complex:
  - Mowed, weed-whacked and edged the complex.
  - Mowed Pony League.
  - Mowed parking lots and outer areas.
  - Fertilized with Triplex Micro and Rx Supreme.
  - Repaired 3" main line.
  - Sprayed trail for insects for Spooktacular.
  - Moved soccer goals for the ship.

## **PLANNING & DEVELOPMENT SERVICES** thru 010/17/2012

### **Executive Summary:**

The Planning and Development Services Department brought three items to the City Commission this week – the second and final reading of ordinances for Types of Non-Conformity, Accessory Uses and Structures, and the Pine Ridge Fellowship United Methodist Church rezoning application.

### **Planning:**

The Planning Section is attending a Planning and Zoning Board meeting this week for three additional items – two Small Scale Comprehensive Plan Amendments along Providence Boulevard generally located between Elkcarn Boulevard and Ft. Smith Boulevard, and an amendment to the City's Thoroughfare Map (update). All three items are scheduled to be heard at the November 5<sup>th</sup> Commission hearing for first reading of the ordinances and will be transmitted to the Volusia Growth Management Commission. Staff is also scheduled to present the Land Development Code to the Commission at the October 25<sup>th</sup> Commission Workshop and their decision will dictate the schedule going forward.

Staff also completed the first draft of the CRA proforma and that will be used as a basis to determine schedules and financing of the CRA. There are four major events within the proposed 20-year sunset period of the CRA – land acquisition, Saxon Boulevard capital project, Normandy Boulevard capital project, and the Deltona Boulevard capital project. Finally, staff has been preparing to make a presentation at Commissioner Denizac's Town Hall Forum.

### **Housing & Community Development:**

The Housing and Community Development Section is reviewing files to determine outstanding items, and ensuring that the program regulations for NSP and CDBG are adhered to. Staff is closing on additional homes to buy for the NSP programs and we learned from HUD that the grant agreement for CDBG, allocating over \$441,000 to the City for this fiscal year, was received by HUD within the deadline period. Finally, the Commission approved the expenditure of CDBG funds for playground equipment at Harris Saxon Park.

## **PUBLIC WORKS** thru 10/12/2012

### **Traffic Operations:**

*Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.*

- **Signs:**
  - Completed 2 sign repair work tickets in the City.
  - Fabricated and installed 8 new street name signs.
  - Fabricated and installed 2 "30 mph" signs for stock.
  - Fabricated (2) 12"x 18" "Lakeshore Enhancement" signs for Parks & Recreation.
  - Fabricated (4) 12"x 18" "Adopt a Street" signs for stock.
  - Fabricate (12) 30"x 30" "Stop" signs for stock.
  - Fabricated (2) 24"x 36" "Tennis Court" signs for Parks & Recreation.
  - Fabricated (1) 24"x 30" "30 mph" sign for each area: 2900 Huron Dr W; 2808 Huron Dr W; 3065 Riverhead Dr; 3250 Tulsa Dr N; 3274 Cranston St; 3304 Littlefield St; 3288 Butterfield St; Jewel Av & Mandeville St; 3073 Mandeville St; 2916 Covington Dr N.; Courtland Blvd & Gimlet Dr.
- **Asphalt:**
  - Elkcarn Blvd & Florida – repaired 8'x 40' section of road – 3.5 tons.



- **Message Boards:**
  - Removed boards from Howland & Wolf Pack and Howland & Catalina.
  - Installed boards at Saxon & Normandy Blvd N and Eustace & Providence Blvd.
- **Miscellaneous:**
  - Picked up cones and A-frame barricades from Station 65.

**Field Operations:**

*Weekly tasks include evaluating work orders called in by residents.*

- **Beautification:**
  - Medians:
    - Elkcarn Blvd – routine maintenance.
    - Normandy Blvd – routine maintenance.
    - Howland Blvd – routine maintenance; filled all water bags.
    - Providence Blvd – routine maintenance; mulched plant beds.
- **Concrete:**
  - Sidewalk Repairs – Florida & Elkcarn – 31'x 5'.
- **Clam Truck:**
  - Debris – 2
  - Trimming – 2

**Fleet Maintenance Division:**

- |                              |        |              |
|------------------------------|--------|--------------|
| • Vehicles                   | PM – 5 | Repairs – 12 |
| • Equipment                  | PM – 0 | Repairs – 16 |
| • Fire Dept Station Checks   | 6      |              |
| • Road Calls                 | 9      |              |
| • Parts Run/Vehicle Delivery | 4      |              |
| • CDL Testing                | 0      |              |

**Stormwater Division:**

*Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.*

- **Construction Crew:**
  - Elkcarn/Florida Dr – formed up 2 basins and a sidewalk; poured with concrete.
  - Courtland/Beckwith – started reshaping swales.
  - Howland/Courtland – reshaped swales and placed sod.
  - 1407 Hayward – filled in washout; formed up spillway; installed check dams.
  - 1377 Hayward – filled in washout; formed up spillway.
  - Randolph; 1851 Gatewood; 737 Waterfall – hand mowed ditches.
- **Drainage Area Maintenance (Aebi Mowing):**
  - 9.2 acres drainage areas maintained.
  - Ditches mowed – 1736, 2319 Whitehorse; 2280 Bahama; 3308 Vancouver; 2250 St Augustine; 3351 St James; 3245, 3208, 3066, 3005, 2970 Parma; 3101 Yorkshire; 3372 Quail; 2072 Blanton; 3254 Agar; 1501 Merrick; 1724 Whipple; 926 Whitewood; 1003 De Carlo; 1455 Meadowlark; 1276 Montcalm; 2345 Gramercy; 500 Stallings; 29 Courtland; 1018 Mayflower; 1641 Bloomfield; 1510 Page; 1568 Zinnia; 1124 Page; 756 Red Coach.
  - Ponds mowed – 201 Howland; 2313 Greenwood; 878 Whitewood; 1867 Joyner; 932 Whitewood; 2868 Slater; 1214 Beechdale; 1200 Saxon; 1466 Drysdale.

- **Right of Way Mowing Crew:**
  - Main Roads mowed – Tivoli; Deltona Blvd; Normandy extension; Catalina; Haulover; Captain; Humphrey; Newmark.
  - Sectors mowed – 12; 13; 14; 15; 16; 17.
  - Alleys mowed – 484; 570; 1021; 1024.
- **Right of Way Litter Crew:**
  - Main road trash pickup – Normandy extension; Ft Smith; Elkcam; Courtland.
- **Miscellaneous:**
  - 1639 Bloomfield Av; 3252 Sky – mowed pump station.
  - Zinnia Dr; 1460 Landover; 1486 Renton – mowed the Right of Way.
  - Tallwood Dr – cut up dead pine tree.
  - 1601 Providence Blvd – repaired the pipe going to lake.
  - 201 Howland Blvd – exercised the portable pumps.
  - 2200 Florida – removed 3 tires from the Right of Way.
  - 911 Lush – mowed the entrance to the park.

**UTILITIES** thru 10/14/2012

**Customer Service**

<b>October 2012</b>	<b>Total week ending 10/14/12</b>
DW – Lockbox	1716
Ebox	1064
Call Center Calls	1809
Walk-ins/Drop Box	1145
On-line Payments	897

**Customers Disconnected for Non-Pay**

<b>October 2012</b>	<b>Total week ending 10/14/12</b>
Total on Disconnect List	108
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

<b>October 2012</b>	<b>Total week ending 10/14/12</b>
Water Service	1
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	22
Locates Received	69
Locates Completed	71
Main Leaks	1
Service Leaks	3
Sewer Repairs	
Sewer Blockage	4
KV2 Valves	3
Service Replacements	
Meter Change Outs	8
Service Orders	479
Disconnects	108
Drainfield Leaks	
Meter Retirements	36